



基立学院

JUBILEE CHRISTIAN ACADEMY

Saved to serve with love and excellence for the Great Commission.

DATE : AUGUST 25, 2017

TO : PARENTS / GUARDIANS OF GRADE 11 TO 12

FROM : PAUL P. CALAMIONG, Ph.D.
Principal, Senior High School Department

SUBJECT : CLINIC SERVICES GUIDELINES and PROCEDURES, SY 2017 - 2018

The School Clinic aims to protect the health of the students and provide essential out-patient and dental services.

Manned by competent, proactive and committed medical practitioners, the Clinic has a 4-bed capacity, and is open from Monday- Friday, 7:00 AM - 4:00 PM, on class days.

The following measures will be effective August 29, 2017.

1. CLINIC SERVICES

- 1.1. The Clinic provides primary care and symptomatic relief of common illness using proven safe and effective drugs (e.g., paracetamol)
- 1.2. Medication Procedure:
 - 1.2.1. For students who will need assistance in taking prescribed medications in School, student will bring medicine with doctor's prescription to the clinic. Medicine will be given by the nurse.
 - 1.2.2. Nebulizer is available for acute asthmatic attacks.
 - 1.2.3. Teachers are not authorized to assist the students in taking medication. The student must go to the Clinic to take prescribed medicines.
- 1.3. The Clinic conducts annual physical examination for the students.
- 1.4. Dental Service provides emergency treatment for toothache and wobbling milk teeth. The student is referred to attending dentist for all other teeth and gums problem.
- 1.5. For student with chronic medical conditions / special medical cases (e.g., severe allergies, seizures, diabetes, hypertension, heart disease), parents are required to submit medical certificate from attending physician on the diagnosis of their child, including instruction/s for administration of medication in case of acute attacks. The student must bring his own prescribed medication to the clinic. This is coordinated with the Preschool / Elementary / Junior High School / Senior High School Office and the Administration / Clinic.



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2. CONSULTATION PROCEDURE

- 2.1. The Student obtains a Clinic Visit Slip from the classroom and brings it to the clinic.
- 2.2. The Student shows the Clinic Visit Slip to the Nurse. At the end of the consultation, the Nurse will fill up the slip with the impression and treatment done.
- 2.3. The Student will submit the Clinic Visit Slip to the Teacher.
- 2.4. The Parents will be contacted by the Level Coordinator on emergency cases:
 - 2.4.1. Due to illness
 - 2.4.2. Injuries
 - 2.4.3. Other cases where, according to the judgement of the Nurse / School Physician, the parents must be informed

3. SENDING HOME PROCEDURE

- 3.1. If the Student is to be sent home due to an illness, the parents will be notified by the Level Coordinator.
- 3.2. The Nurse will discuss findings and recommendations with the parents / fetcher; fetcher signs the Clinic logbook.
- 3.3. The student is sent home for the following conditions / reasons:
 - 3.3.1. Absence due to illness or injury without Medical Clearance upon return to school.
 - 3.3.2. Observed persistence of symptoms inspite of a Medical Clearance.
 - 3.3.3. Contagious Illness / infection (e.g. cough, cold, sore eyes, Chickenpox, measles, hand-foot-mouth disease, viral rash/exanthema).
 - 3.3.4. Development of illness while in school (e.g. fever Temp ≥ 37.8 , diarrhea, persistent vomiting).
 - 3.3.5. Persistent symptom / physical complaints despite being given primary care (e.g. persistent headache, not feeling well, persistent abdominal pain, persistent body pains).
 - 3.3.6. Dental emergencies
 - 3.3.7. Other cases, where according to the Nurse / School Physician's judgement, need further checking and treatment.



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4. REPORTING BACK TO SCHOOL FROM ABSENCE DUE TO ILLNESS / INJURY

- 4.1. When the Student returns from absence due to contagious illness (e.g., viral exanthema, measles, chickenpox, hand-foot-mouth disease, eye redness, mumps), he / she is to visit the Clinic first bringing his attending physician's medical certificate of fit to return to school for clearance before being allowed to enter the class. If not cleared, the Student will wait in the clinic to be fetched.
- 4.2. When Student returns from illness with medical certificate of attending physician listing numerous restrictions, the Student will stay in the Clinic while waiting for decision of the Administrator to allow Student to return to School or not. If not allowed to return to School, the student will wait in the Clinic to be fetched.
- 4.3. Acceptable activity restrictions for maximum of 30 calendar days include:
 - 4.3.1. Exemption from Physical Education class
 - 4.3.2. Assistance in carrying school items on entry and exit from School by an authorized family caregiver with School ID. If assistance is required to go to the rest room, family caregiver will sit in corridor outside classroom.
 - 4.3.3. Student staying in classroom during break time and lunch session
- 4.4. Medical Certificate should state:
 - 4.4.1. Fit to Report to School with No Restrictions
 - 4.4.2. Fit to Report to School with Restrictions, citing restrictions
- 4.5. For cases with restrictions / special conditions:
 - 4.5.1. A medical checklist will be given to the Student concerned for attending Physician to fill up. The form is to be submitted to the Clinic for further evaluation and advise by seven (7) calendar days.
 - 4.5.2. A medical checklist is to be submitted to the Clinic by Student after every prescribed check up by attending Physician by seven (7) calendar days.



5. EMERGENCY PROCEDURE

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- 5.1. The Clinic is equipped with first aid materials and some over the counter medicines for first aid and basic primary care of sick students. The primary hospital of the School for Emergency Cases is the St. Lukes Medical Center, Quezon City (SLMC –QC).
- 5.2. The Nurse will bring the Student to the nearest emergency room (SLMC-QC) for cases needing immediate check up and treatment. Parents will be notified at once.
- 5.3. Student will be sent to the emergency room for the following cases:
 - 5.3.1. Injuries (e.g., serious lacerations, head bump)
 - 5.3.3. Accidental (e.g., swallowing toxic substance)
 - 5.3.4. Other emergency situations.
6. When an alarming number of students have contracted a disease, the School will send circular pertaining to the disease, its causes, mode of transmission, management and prevention. This will help prevent the spread of the disease.
7. Do not send your child to School if he / she shows evidence of ongoing infection like fever or flu. This will not only delay the child’s recovery but may infect other persons who interact with him / her.
8. For all health updates, visit the school website www.jca.edu.ph